

25 June 1975

Mr. Thomas Meyer
Assistant Director for Executive Operations and Evaluation
Room 6R48, Bureau of Executive Manpower
U. S. Civil Service Commission
1900 E Street, N.W.
Washington, D.C. 20415

Dear Mr. Meyer:

STATINTL

This will confirm our telephone conversation today in which I advised that we are substituting Mr. [REDACTED] for Mr. [REDACTED] at the Federal Executive Institute Executive Leadership and Management Program, 21 July - 8 August 1975. Enclosed is Optional Form 37 on [REDACTED]

STATINTL

STATINTL

I regret any inconvenience this change may have caused.

Sincerely,

[REDACTED]
Executive Secretary
Training Selection Board

STATINTL

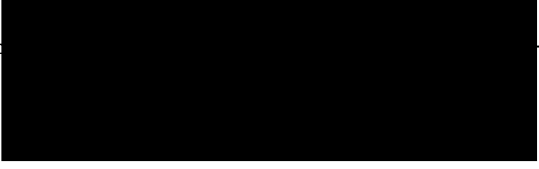

Enclosure

STATINTL

ES-TSB [REDACTED]:maq
Distribution:
Orig - Adse
2 - RG/TSS/TR w/cpy encl
2 - ES-TSB w/cpy encl

NOMINATION FOR INTERAGENCY TRAINING

COURSE	1. Course title Approved For Release 2000/08/28 : CIA-RDP78-04202A000100150019-8 Executive Leadership and Management Program	2. Cost \$4700
	3. Agency offering course Federal Executive Institute	
	4. Dates of course 21 July - 8 August 1975	5. Location of course (city, State) Charlottesville, Virginia

NOMINEE	6. Name (First)(Initial) (Last) (Mr., Miss, Mrs.) 	7. Position title Contract Officer
	8. 	9. Pay plan and grade GS-16
		10. Office telephone (including Area Code) 202 - 351-1100
	11. Enter here special information required by the course announcement Promoted to GS-16 May 1975	

AGENCY	12. Billing address (including ZIP Code) Registrar, Office of Training Central Intelligence Agency Washington, D.C. 20505	13. Approving official (signature and title) Registrar, Office of Training	
		14. Date 25 June 1975	15. Telephone (including Area Code) 202 - 351-2193

**Registrar, Office of Training
Central Intelligence Agency
Washington, D.C. 20505**

16. Return address of nominating agency (including ZIP Code)
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FOR USE BY AGENCY OFFERING TRAINING—DO NOT FILL IN THIS PART		
ACTION	17. Nominee is: <input type="checkbox"/> Selected as nominated <input type="checkbox"/> Selected for alternative dates (see Remarks) <input type="checkbox"/> Not selected (see Remarks)	18. Remarks
	19. First session of class meets	

INSTRUCTIONS TO NOMINATING AGENCY

1. Observe the Nominating Criteria and Special Instructions in Course Announcement or Bulletin before completing this form.
2. All requested information, Items 1 through 16, must be furnished. Use typewriter to complete form.
3. Submit the original and the first three copies (do not remove carbons) to the agency offering the training. See Course Announcement or Bulletin for correct address. The agency submitting the nomination may retain the additional two copies.
4. A copy of this form will be returned by the agency sponsoring the training, indicating the action taken on the nomination in the ACTION block.

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